

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Thursday, August 01, 2013 11:26 AM
To: Livingstone, Gail
Subject: RE: last steps: RE: new, improved Destruction Box VE #6642/ screen shot herein
Attachments: In-House Records Destruction Form OWW-WU 006b for VE 6642 7-31-13.docx

I seem to recall looking at it and sending it back to you. Maybe not...

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Livingstone, Gail
Sent: Thursday, August 01, 2013 11:23 AM
To: Aoyama, Joyce
Subject: RE: last steps: RE: new, improved Destruction Box VE #6642/ screen shot herein

Thank you, Joyce! It doesn't seem like a lot of "volume" (l.f. of Records)... but perhaps the fact that I did it correctly (with your steadfast help!) is worth a few "points".
I'll bring the Destruction Form down/ am assuming there aren't edits. If there are, I'll do them and just make another copy, get it signed, etc.

-Gail

From: Aoyama, Joyce
Sent: Thursday, August 01, 2013 10:41 AM
To: Livingstone, Gail
Subject: RE: last steps: RE: new, improved Destruction Box VE #6642/ screen shot herein

Good Morning Gail,

You've done an excellent job this week!

Destruction Process:

1. Create a "Destruction Box in Versatile" and add the box # to the form
2. Fill out an In-House Destruction Form and email it to me for review
3. I'll send it back to you with edits (if needed)
4. Collect signatures and dispose of records
5. Make a copy for yourself and send original to Joyce.

Please let me know if you have questions.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions

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From: Livingstone, Gail
Sent: Wednesday, July 31, 2013 5:00 PM
To: Aoyama, Joyce
Subject: last steps: RE: new, improved Destruction Box VE #6642/ screen shot herein

Hi,
Re: Destruction of Box #6642- what's NEXT?

Tossing the items into a recycle trash can?
Well, maybe not JUST yet.. but here's where I'm at:

1. I've filled out the Versatile Destruction Box to meet your specs and you've reviewed and accepted it.
2. I've filled out the Destruction Form and just had Jayne and Martha (acting for Dave C. this week) sign it.

Do I toss the items, in view of Jayne? And then bring the form down to you?

Dankashoen (hmm, I don't know German..),
Oh, here you go: Chi, Chi (pronounced: Shay, Shay in Chinese/ don't know how to spell it, though)
-Gail

From: Aoyama, Joyce
Sent: Wednesday, July 31, 2013 4:22 PM
To: Livingstone, Gail
Subject: RE: new, improved Destruction Box VE #6642/ screen shot herein

Looks Great! Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Livingstone, Gail
Sent: Wednesday, July 31, 2013 3:34 PM
To: Aoyama, Joyce
Subject: new, improved Destruction Box VE #6642/ screen shot herein

Joyce-

I did my "homework"- is there a written essay that goes with this that I'm supposed to prepare? You KNOW I'm up to the task!
Grazie, (just another way to say thank you)-
-Gail

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